

*File: ODP*  
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4 November 1981

MEMORANDUM FOR: Deputy Director for Applications  
Deputy Director for Processing  
Chief, Management Staff  
Chief, Special Projects Staff  
Chief, Administrative Staff

FROM:   
Executive Officer, ODP

SUBJECT: Weekly Report to D/ODP

The DCI, and in turn the DDA, have asked that weekly reports include "significant events anticipated during the coming week." Therefore, will you please add a section with this title to your weekly report to D/ODP. The deadline remains COB Wednesday.



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